

# ROUTING AND TRANSMITTAL SLIP

Date

16 MAR

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

DDA

2.

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4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Pls prepare DDCI. Looks  
like response due well before  
8 June.

DDA response - 1 June

duplicate

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

U.S. G.P.O. 1977-241-530/3090

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

HARVARD UNIVERSITY

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

GEORGE F. BAKER FOUNDATION

Executive Registry

79-701

DD/A Registry

79-0424/1

JOSEPH L. BOWER

Professor of Business Administration

SOLDIERS FIELD

BOSTON, MASSACHUSETTS 02163

March 16, 1979

Mr. Frank Carlucci, Deputy Director  
Central Intelligence Agency  
Washington, D.C. 20505

DD/A Registry

File Training-6

Dear Mr. Carlucci:

I am writing to inform you that Harvard University's Program for Senior Managers in Government will be held from August 5 to August 24, 1979. Sponsored jointly by the Harvard Business School and the Kennedy School of Government, this Program for experienced executives who hold positions of major responsibility in the public sector is designed to improve managerial effectiveness.

The curriculum addresses the roles, tasks and skills of senior managers in government. It focuses on the problems of developing policy for a public organization and the administrative challenges of implementing that policy. While we believe that the curriculum will make a major contribution to the participants, our long-term experience in executive education also tells us that the caliber of the executives in the class and the diversity of their personal, functional and organizational backgrounds are equally critical to the Program's success.

Enclosed is a brochure that describes the Program more fully, as well as an application for admission. We are seeking applications from key individuals who will be sponsored by their organizations in all branches of government. You may wish to consider your own candidacy or be able to assist us by identifying one or more high-ranking executives who have the talent and position to make them potential candidates. One of our top priorities is attracting the applications of women and minorities in senior level roles in which they face the major management and policy issues addressed in the Program.

Your interest in and support of this educational endeavor would be greatly appreciated. Please let us know if we can provide you with further information.

Sincerely,

*Joseph L. Bower*

Joseph L. Bower

JLB:maj  
Enclosure